

Mid America Computer Corporation

Job Description

Job Title: Programmer Analyst

Department: Information Services

Division: MACC

Reports To: I/S Programming Manager

Exempt/Non-Exempt: Exempt

Full-time/Part-time: Full Time

Revised Date: September 1, 2016

Job Grade: 409

JOB SUMMARY

Paragraph describing the overall reason the job exists

Under general supervision, individual in this position is responsible for performing maintenance and/or implementing modifications to existing programs, as well as being responsible for new program development. Begin to analyze requirements and design solutions.

KEY RESPONSIBILITIES

List key responsibilities directly related to the Job Summary

% of Time

- A. 45% Program and Development
- B. 30% Testing and Quality Control
- C. 15% Analysis and Design
- D. 10% Documentation

JOB DUTIES

Beginning with Key Responsibility A, list specific duties which support each key responsibility

| <u>Duty #</u> | <u>Key Resp</u> | <u>Job Duty</u> |
|---------------|-----------------|---|
| 1. | <u>A</u> | Main purpose and emphasis is programming. |
| 2. | <u>A</u> | Analyze existing program logic to determine the required changes and/or cause of program malfunctions and provide recommendations for change. |
| 3. | <u>A</u> | Design and document program logic to eliminate program malfunctions, accomplish required changes, or increase operational efficiency. |

4. A Perform programming functions to address maintenance, modifications, and new development activities per documented business requirements. Troubleshoot software or system defects, using sound problem solving skills. Document and implement all changes to program.
5. B Utilize company standards to test new and/or modified programs to ensure changes operate correctly and do not adversely impact other program and/or system operations.
6. B Accountable for prevention of errors that would result in loss of positive customer confidence and ongoing relationships.
7. B Accountable for safeguarding of customer data to insure integrity and confidentiality is not disclosed which would adversely impact customer competitive advantage.
8. C Responsible for analyzing, proposing and implementing internal technical solutions to business requirements. Provide estimate of programming efforts required to implement.
9. C Responsible for analyzing inquiries from internal / external customer areas to provide production support.
10. D Responsible for documentation of code.
11. D Responsible for creation of technical specifications and documented solutions
12. D Review system and program documentation to learn the relationships and design of the system. Seek to constantly understand the application systems under development or enhancement.
13. D Review operating system and application support software documentation and training materials to understand the major features and components that you use every day on the job.

PERSONAL QUALITIES

Describes the characteristics that exemplifies the personal attributes required of employees to effectively integrate into MACC's work environment

- Ability to effectively communicate through demonstrated verbal, written, and listening skills
- Ability to work as part of a team by exhibiting a positive attitude and contributing to a professional environment
- Ability to demonstrate integrity and solid work ethics
- Ability to demonstrate a “can do” attitude through recommendations of creative solutions
- Ability to demonstrate a competitive spirit by respecting established start times, managing allotted break periods, and working additional hours to deliver timely and quality products for potential sales opportunities and customer retention

QUALIFICATIONS

Describe the knowledge, skill, ability, education and experience necessary to perform key responsibilities

Required:

- Associates degree in computer related designations or equivalent experience
- 1-3 years' proven programming experience

- Ability to demonstrate technical skill set to function in MACC's environment
- Ability to work effectively within a team environment
- Ability to communicate effectively verbally and in writing
- Ability to work independently

PHYSICAL REQUIREMENTS

List the essential functions necessary to perform job duties

- Regular, reliable attendance
- Ability to sit for extended periods of time, ranging from 75 – 95 % of the work day
- Ability to demonstrate manual dexterity to effectively utilize a personal computer keyboard or similar devices
- Ability to visually view information on a computer monitor, as well as any paper supplied business / technical specifications, documents and manuals, ranging from 75 – 95 % of the work day
- Ability to effectively communicate through verbal and written communications
- Ability to listen to business and/or technical requirements of internal and external customers to determine solutions to meet business needs
- Ability to work in a team environment exhibiting a positive and professional attitude and attire
- Ability to travel as required for business by either ground and/or air means of transportation
- Must be able to work an 8 hour day minimum, as well as work additional hours to meet project deadlines
- Ability to physically be on-site to work at the MACC office facilities
- Ability to accommodate a daily work schedule to established start times

REPORTING RELATIONSHIPS

List job titles and number of incumbents which report directly to this job

None